

**NNSA RECRUITMENT AND RELOCATION BONUSES
AND RETENTION ALLOWANCES PROGRAM**

ATTACHMENT 7

**Retention Allowance Checklist-
Recertification**

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1. Name of employee: _____
2. Position title: _____
3. Pay Plan/Series/Grade/Payband/Step/Salary: _____
4. Gross amount of retention allowance: _____
Change from previous (if applicable): _____
5. Retention allowance as percentage of basic salary: _____
Change from previous (if applicable): _____
6. Is the employee serving under a Schedule C, SES, SL, or ST appointment? Yes No
7. Does the written determination support the conclusion that the conditions that gave rise to the original determination to pay the retention allowance still exist? (If Yes, skip to No. 12) Yes No
8. Does the written determination address either of the following criteria?
 - c. The employee's unusually high or unique qualifications makes it essential for NNSA to retain the employee's services. Yes No
 - d. A special need for the employee's services makes it essential for NNSA to retain the employee. Yes No
9. Does the written determination support the conclusion that in the absence of such an allowance, the employee would likely leave the Federal service for employment outside the executive, legislative, or judicial branch of the Federal government? Yes No
10. Does the written determination include a description of the extent to which the employee's departure would affect the organization's ability to carry out an activity or perform a function that is deemed vital to NNSA's mission? Yes No
11. Does the written determination consider one or more of the following factors?
 - e. Difficulty encountered in recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to the position held by the employee. Yes No

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| f. The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee. | Yes | No |
| c. Other (If Yes, provide explanation). | Yes | No |
| 12. Does the written determination include steps the requesting official has taken to reduce or eliminate the retention allowance over the past year? | Yes | No |
| 13. Does the written determination include an explanation of how the amount of the retention allowance was derived? | Yes | No |
| 14. Are both the amount and percentage of the retention allowance identical to the previous amount and percentage? (If Yes, skip Nos. 15 and 16) | Yes | No |
| 15. If the amount or percentage of the retention allowance is less than the previous one, does the written determination address one or more of the following conditions? | | |
| a. The lesser amount is necessary to ensure that the aggregate compensation the employee receives does not exceed the rate payable for level I of the Executive Schedule at the end of the calendar year. | Yes | No |
| b. The lesser amount is sufficient to retain the employee. | Yes | No |
| c. Labor-market factors have made it more likely (or reasonably likely) to recruit a candidate with qualifications similar to those possessed by the employee. | Yes | No |
| d. NNSA's needs for the employee's services have been reduced to a level that makes it unnecessary to continue payment at the previous level. | Yes | No |
| e. Budgetary considerations have made it difficult to continue payment at the previous level. | Yes | No |
| f. Other (If Yes, provide explanation). | Yes | No |
| 16. If the amount or percentage of the retention allowance is greater than the previous one, does the written determination address one or more of the following conditions? | | |

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| a. The greater amount is necessary to retain the employee. | Yes | No |
| b. Labor-market factors have made it less likely to recruit a candidate with qualifications similar to those possessed by the employee. | Yes | No |
| c. NNSA's need for the employee's services has increased to a level that makes it necessary to continue payment at a higher level than the previous level. | Yes | No |

Human Resources Consultant

Signature

Date